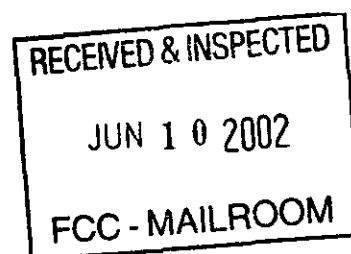




May 28, 2002

Letter of Appeal
Federal Communications Commission
Office of the Secretary
445 12th Street, S.W.
Washington, DC 20554



RE: CC Docket Nos. 96-45 and 97-21

To Whom it May Concern,

In response to the May 21, 2002 memo from the USAC (see Attachment 1) please consider this letter as an appeal to their Administrator's Decision on Waiver Request.

This appeal is regarding the Fund Year 5 Form 471 Certification Rejection Letter to my request of waiver of application window for program year 5, 2002-03 on behalf of White Pigeon Community Schools - WP-471-5 - **Application number 301284, Billed entity # 131388**

Below is a summary of the reasons for my appeal:

I had originally received a "Fund Year 5 Form 471 Rejection Letter" on January 23rd because the signature in Block 6, Item 34, of the FCC Form 471 submitted on January 9, 2002 was blank. This was my first year filing for E-rate and due to my in-experience a big mistake (I kept the signed copy for my records and set out the unsigned copy). I received notice on January 23, 2002 indicating that an appeal was due to the SLD by January 17, 2002. Although I had received their letter after the appeal deadline, I did re-submit the original form 471 with my signature (see Attachment 2 & 3). They have rejected my appeal because it was received after the deadline.

According to the program description for 2001-02 funding, (page 1 in the Michigan Information Network Book) the Telecommunications Act of 1996 was designed to ensure that all eligible schools and libraries have affordable access to modern telecommunications and information services.

White Pigeon Community Schools has just set up a new technology department and is in need of this funding. To penalize this entire school district due to the lack of my signature would be an unfair decision and a total step back from what the E-rate program represents.

If there is more information needed, please let contact me at 616-467-5479.

Thank you any consideration on behalf of White Pigeon School District.

No. of Copies rec'd 0
List ABCDE

Board of Education

Paul Lucas President
Dr. Robert Ash Vice President
Pamela Minarik Treasurer
Elizabeth O'Dell Trustee
Barbara Niblock Trustee

Administration

Dr. Jay Newman Superintendent
Bernie Stankewicz Asst. Superintendent
Pamela Zandt Ex. Dir. of Special Ed.
Shirley Manders Dir. of Business/Finance
Terry Collins Dir. of Bldgs/Grounds

My Contact Information:

My name: Cathy R. McMillin
Address: 62445 Shimmel Road
Centreville, MI 49032
C/O St. Joseph County ISD
Phone: 616-467-5479
Fax: 616-467-4309
E-mail: cmcmilli@kresanet.org

Sincerely

Cathy R. McMillin

enc

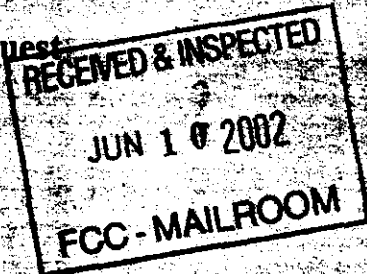


Altoshner
Universal Service Administrative Company
Schools & Libraries Division

Administrator's Decision on Waiver Request

May 21, 2002

Cathy R. McMillin
Re. White Pigeon Comm Sch District
62445 Shimmel Road
Centerville, MI 49032
C/O St. Joseph County ISD



Re: — Your Request for Waiver of Application Window For Program Year 5 2002-2003

Application Number: 301284

Date Request Received: January 24, 2002

The Schools and Libraries Division received your request, cited above, for a waiver of the application window deadline for the Schools and Libraries Universal Service Support Mechanism (E-Rate).

The Federal Communications Commission (FCC) rules do not permit the Schools and Libraries Division (SLD) to consider your request. Therefore, your request for a waiver of the application window deadline may not be considered by SLD. If you wish to appeal this decision, you may submit an appeal, via the United States Postal Service, to the FCC at the following address:

**Federal Communications Commission
Office of the Secretary
445 12th Street, S.W.
Washington, DC 20554**

If you are submitting your appeal to the FCC by means other than the United States Postal Service, check the SLD web site for more information. Please reference CC Docket Nos. 96-45 and 97-21 on the first page of your appeal. **The FCC must RECEIVE your appeal WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER for your appeal to be considered filed in a timely fashion.** Further information and new options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site, www.sl.universalservice.org or by contacting the Client Service Bureau at 1-(888)-203-8100.

Schools and Libraries Division

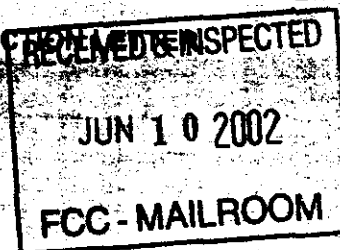


Attachment 2
Universal Service Administrative Company
Schools & Libraries Division

FUND YEAR 5 FORM 471 CERTIFICATION REJECTION LETTER

January 16, 2002

CATHY R. MCMILLIN
WHITE PIGEON COMM SCH DISTRICT
62445 SHIMMEL ROAD
CENTREVILLE, MI 49032



Re: Applicant's Form Identifier: WP-471-5
Form 471 Application Number: 301284

Dear CATHY R. MCMILLIN:

This letter is your notification that the Certification page of the FCC Form 471, *Services Ordered and Certification Form*, you submitted did not meet Minimum Processing Standards. Therefore we are returning your Form 471 Certification with this letter, *which means that the Schools and Libraries Division (SLD) could not process it.* To be considered for E-rate discounts, your Certification must be corrected and resubmitted. To be considered within the Form 471 filing window for Fund Year 5, your new or corrected certification must be postmarked by January 17, 2002. The newly submitted Form must also meet Minimum Processing Standards. Here is an explanation of the specific reason(s) your Form 471 Certification did not meet the Minimum Processing Standards:

- The Signature in Block 6, Item 34, of the FCC Form 471 submitted is blank.

TO APPEAL THIS DECISION:

If you wish to appeal the decision indicated in this letter, your appeal must be made in writing and RECEIVED BY THE SLD at the address below WITHIN 30 DAYS OF THE ABOVE DATE ON THIS LETTER. In your letter of appeal:

1. Include the name, address, telephone number, fax number and e-mail address (if available) for the person who can most readily discuss this appeal with us.
2. Include the applicant name and the FCC Form 471 Application Number from this letter.
3. When explaining your appeal, include the rejection reason from this Rejection Letter that is at the heart of your appeal. By pointing us to the exact words that give rise to your appeal, the SLD will be able to more readily understand and respond appropriately to your appeal. Please keep your letter to the point and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.
4. Provide an authorized signature on your letter of appeal.

Please send your appeal to: Letter of Appeal, Schools and Libraries Division, Box 125-Correspondence Unit, 80 South Jefferson Road, Whippany, NJ 07981. Appeals sent by fax, phone call and e-mail CANNOT be processed.

While we encourage you to resolve your appeal with the SLD first, you have the option of filing an appeal directly with the Federal Communications Commission (FCC), via United States Postal Services: FCC, Office of the Secretary, 445 12th Street SW, Room TW-A325, Washington, D.C. 20554. If you are using a carrier other than USPS, you must use zip code 20024 with the above address. The FCC no longer accepts hand- or messenger-delivered submissions at this address. Please reference CC Docket Nos. 96-45 and 97-21 on the first page of your appeal. The FCC must RECEIVE your appeal WITHIN 30 DAYS OF THE ABOVE DATE ON THIS LETTER for your appeal to be filed in a timely fashion. Further information regarding filing an appeal directly with the FCC can be found in the "How to Apply, Step-by-Step" area of the SLD web site <<http://www.sl.universalservice.org>>.

Schools and Libraries Division

Universal Service Administrative Company

Enclosure:

(1) Form 471 Certification



St. Joseph County ISD

"Building Better Futures for Children and Communities"

P.O. Box 219, 62445 Shimmel Road, Centreville, MI 49032

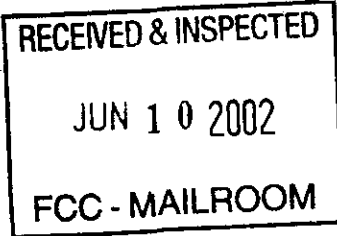
Website: www.sjcisd.org

Office (616) 467-

Fax (616) 467-

January 23, 2002

Letter of Appeal
Schools & Libraries Division
Box 125-Correspondence Unit
80 South Jefferson Road
Whippany, NJ 07981



Dear Sirs,

My Contact Information:

My name: Cathy R. McMillin
Address: 62445 Shimmel Road
Centreville, MI 49032
C/O St. Joseph County ISD
Phone: 616-467-5479
Fax: 616-467-4309
E-mail: cmcmilli@kresanet.org

I am writing this letter of appeal in regard to the Fund Year 5 Form 471 Certification Rejection Letter on behalf of White Pigeon Community Schools - WP-471-5 - **Application number 301284, Billed entity # 131388** (see attached copy of letter received January 23, 2002).

The reason for my appeal:

The signature in Block 6, Item 34, of the FCC Form 471 submitted is blank. This is totally my error. On behalf of White Pigeon Community Schools, it is my request that this school district not be penalized for my oversight.

I received the letter of rejection (enclosed) on January 23rd, which makes it impossible for to me to have met the January 17th deadline of re-submission.

Again, I apologize and have enclosed the corrected version (my signature) of the 471 on behalf of White Pigeon Community Schools.

Sincerely

Cathy R. McMillin

Board of Education

Pat Jacobs Dr. Robert Ash Patricia Minarik Elizabeth O'Dell Barbara Niblock
President Vice President Treasurer Trustee Trustee

Administration

Dr. Jay Newman Bernie Stankiewicz Pamela Zandt Shirley Manders Terry Collins
Superintendent Asst. Superintendent Ex. Dir. of Special Ed. Dir. of Business/Finance Dir. of Bldgs/Gm

Y 05

NEC71C01-14-0204600228

RECEIVED & INSPECTED

JUN 10 2002

FCC - MAILROOM



FCC Form 471

Services Ordered and Certification Form

Applicant's Form Identifier: WP-471-5

Entity Number: 131388

Contact Person: Cathy R. McMillin

Phone Number: (616) 467-5479

Block 6: Certifications and Signature

Do not write in this area

471 Application Number: 301284

24. The entities listed in Block 4 of this application are eligible for support because they are: (check one or both)

- a. ☒ schools under the statutory definitions of elementary and secondary schools found in the Elementary and Secondary Education Act of 1965, 20 U.S.C. Secs. 8801(14) and (25), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or
- b. ☐ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to) elementary and secondary schools, colleges and universities

25. The eligible schools and libraries listed in Block 4 of this application have secured access to all of the resources, including computers, training, software, maintenance, and electrical connections necessary to make effective use of the services purchased as well as to pay the discounted charges for eligible services.

26. All of the schools and libraries or library consortia listed in Block 4 of this application are covered by:

- a. ☒ an individual technology plan for using the services requested in this application; and/or
- b. ☐ higher-level technology plan(s) for using the services requested in this application; or
- c. ☐ no technology plan needed; applying for basic local distance telephone service only.

27. Status of technology plans (if representing multiple entities with mixed technology plan status, check both a and b):

- a. ☒ technology plan(s) has/have been approved; and/or
- b. ☐ technology plan(s) will be approved by a state or other authorized body; or
- c. ☐ no technology plan needed; applying for basic local and long distance telephone service only.

28. I certify that the entities eligible for support that I am representing have complied with all applicable state and local laws regarding procurements of services for which support is being sought.

29. I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.

30. I certify that the entity(ies) I represent has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments.

31. I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service receive an appropriate share of benefits from those services.

32. I recognize that I may be audited pursuant to this application. I will retain for five years any and all worksheets and other records that I rely upon to fill out this application, and, if audited, will make available to the Administrator such records.

33. I certify that I am authorized to submit this request on behalf of the above-named institution, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

34. Signature of authorized person

35. Date 1/23/02

36. Printed name of authorized person Cathy R. McMillin

37. Title or position of authorized person Secretary to the Technology Dept.

38. Telephone number of authorized person (616) 467- 5479

471 Application Number: 301284
WHITE PIGEON COMM SCH DISTRICT
410 E PRAIRIE AVE
WHITE PIGEON, MI 49099

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

The Americans with Disabilities Act, the Individuals with Disabilities Education Act and the Rehabilitation Act may impose obligations on entities to make the services purchased with these discounts accessible to and usable by people with disabilities.

NOTICE TO INDIVIDUALS: Section 54.504 of the Federal Communication Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to file this Services Ordered and Certification Form (FCC Form 471) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended, 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504. All schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the personal information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation of potential violation of a FCC statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government, is a party of a proceeding before the body or has an interest in the proceeding.

If you owe a past due debt to the federal government, the taxpayer identification number (such as your social security number) and other information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide this information to these agencies through the matching of computer records when authorized.

With the exception of your social security number, if you do not provide the information we request on the form, the FCC may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Privacy Act of 1974, Pub. L. No. 93-579, December 31, 1974, 5 U.S.C. § 552, and the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of

information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, D.C. 20554.

Please submit this form to: SLD - Form 471
P.O. Box 7026
Lawrence, KS 66044-7026

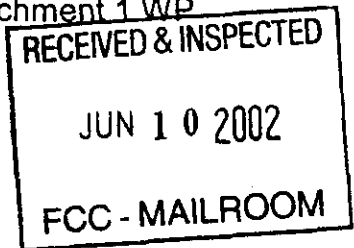
For express delivery services or U.S. Postal Service, Return Receipt Requested, mail this form to:
SLD - Form 471
C/O Ms. Smith
3833 Greenway Drive
Lawrence, KS 66046
(888) 203-8100

[Return to SLD Home Page](#)

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Schools and Libraries Division

White Pigeon Community Schools
410 E. Prairie Ave
White Pigeon, MI 49099

Attachment 1 W/P



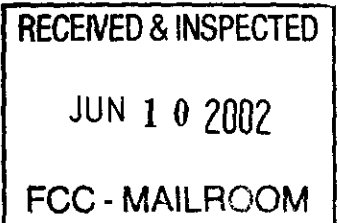
Local phone service from Verizon North

per Connie Wright 12/17/01

Last year 12 months		14880.00
For estimate 2002-03	x 10%	<u>1488.00</u>
	Total	16368.00

Estimated Monthly Charges	1364.00
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White Pigeon Community Schools
410 E. Prairie Ave
White Pigeon, MI 49099



per Connie Wright 12/17/01

Long distance phone service from LDMI

Last year 12 months		4596.00
For estimate 2002-03	x 10%	<u>459.60</u>
	Total	5055.60

Estimated Monthly Charges 421.30

White Pigeon Community Schools
410 E. Prairie Ave
White Pigeon, MI 49099

Kalamazoo Regional Educational Service Agency
56K & T1 Line Service

RECEIVED & INSPECTED

JUN 10 2002

FCC - MAILROOM

per Connie Wright 12/17/01

Estimated Monthly Charges	214.50
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